**Guernsey Volleyball Association**

**Travel Policy**

The Guernsey Volleyball Association (The Association) is committed to the protection, health, safety and welfare of children or young people (under age 18) who play or otherwise participate in volleyball at all levels. The Association fully endorses The Volleyball England Child Protection Policy and is guided as appropriate by Volleyball England Child Protection Procedures.

Every child or young person, defined as any person under the age of 18, who plays or participates in volleyball should be able to take part in an enjoyable and safe environment and be protected from abuse and this is the responsibility of everyone involved in volleyball. The Association recognises its responsibility to safeguard the welfare of all children and young people by seeking to protect them from physical, sexual or emotional harm and from neglect or bullying and this extends to when travelling outside of the island for volleyball related activities.

The Association is therefore committed to ensuring a safe environment for all children and young people when travelling outside of the island and this policy should therefore be viewed alongside the GVA Safeguarding Children Policy. For the purpose of this Travel Policy, a child or young person shall be defined as:

‘anyone who has not yet reached their 18th birthday.’

Abuse shall be defined as:

‘a violation of an individual’s human or civil rights by any other person or persons and, for the purposes of safeguarding children, shall include physical abuse, emotional abuse, sexual abuse, neglect, bullying and hazing.’

Harm shall be defined as:

‘Ill treatment and forms of ill treatment (including sexual abuse and forms of ill-treatment which are not physical) and also the impairment of or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.’

‘Harm’ may be caused by acts of commission and acts of omission.

**Travel Policy – Key Principles**

Prior to any GVA trip, and at the start of each season, the Association will ensure the following is in place:

1. A Safeguarding Children Policy
2. Procedures for selecting/recruiting staff or volunteers
3. An active Designated Safeguarding Officer
4. Procedures for reporting concerns about the welfare of a child
5. Codes of Conduct
6. Safeguarding Risk Assessment

These key principles must all be in place before any off-island trip will be sanctioned. In addition to the above key principles, there are a number of other considerations prior to a trip these include, but are not limited to, the following:

* **Consent Forms** – a trip will not include any child or young person for whom the Association does not have a fully completed and signed parental consent form, which shall include relevant medical information. Such form shall be kept safely in line with data protection legislation and where possible the Association shall use an electronic registration process
* **Staff Ratios** – If the group is aged over 8 years there should always be 2 adults and a minimum of 1 adult to 16 children (more adults are required when working with younger age groups). The staff ratio will be dependent on whether any off-island travel will also involve the use of overnight accommodation and the final staff ratio will be determined by the Safeguarding Risk Assessment.
* **Staff Selection** – when taking a male group, there should always be a male member of staff and when there is a female group, there should always be female staff. If a travelling group involves both male and female participants, then the staff selection process shall reflect the requirements.
* **Emergency Ai**d - there shall always be a qualified first aider and a full and up to date first aid box on any off-island trip. Consent forms shall be reviewed prior to any trip and relevant measures taken to ensure all participants with known medical conditions are contacted with regards to taking the required medication on the trip. any of the group have asthma or diabetes, ensure that appropriate club members are aware of how to deal with any situation
* **Insurance** – an off-island trip shall only be considered if the Association retains valid Public Liability, Personal Accident and Travel insurance policies.
* **Safeguarding Qualifications** – All staff and volunteers on a trip shall have a valid DBS and have completed relevant safeguarding children training.

**Essential Planning – pre-Trip**

Off-island trips may involve the use of overnight accommodation, which can be demanding but are also enjoyable and rewarding experiences. To ensure that such trips are positive experiences, the Association will:

* Hold a pre-trip meeting with parents/carers to explain procedures for travelling off -island trips and the importance of ensuring all consent and medical forms are accurate along with providing the trip’s programme of events and addressing any questions or concerns.
* Consider the locality and facilities of any hotel or other overnight accommodation.
* Undertake a detailed assessment of the accommodation to include the following questions:
	+ Can varied dietary needs be met?
	+ Can valuables be stored safely?
	+ What are the night-time security arrangements?
	+ Is there a current fire certificate?
	+ Are there en-suite facilities or separate facilities for children and adults? *The Association will only use accommodation facilities in which all beds are single and staff and players are not required not share a room.*
	+ Are the rooms all on the same floor of the accommodation building?
	+ What additional accommodation facilities are available (swimming pool, playground etc) that may require additional parental consent?
* Ensure the Association’s insurance covers non-volleyball activities.
* Finalise a programme, including departure and return dates and times
* Appoint a member of staff who is not going on the trip to be identified as a point of contact. They should have a list of who is on the trip and their contact details (including the leaders/helpers)
* Appoint a welfare officer for the trip, with the relevant qualifications, and ensure everyone in the group is aware of who this person is and what their role is on the trip.
* Provide the travelling group with an information pack, that should include; dates, activity schedule, locations, rules, kit list, pocket money, medical care needs
* Ensure all helpers have a copy of the Emergency Action Plan and Safeguarding Risk Assessment.

The Association is aware, and understands, that parents and carers will worry when their children are away but careful planning and preparation, including completion of a Safeguarding Risk Assessment, should help to address such worries. The Risk Assessment will consider all of the above considerations.

**Essential Planning – During a Trip**

Once a trip has commenced there are a number of additional actions that must be considered by the designated Trip Leader, appointed Welfare Officer and other staff. These include, but are not limited to, the following:

* Meet with the players to establish rules for the trip (and what will happen to those who break them)
* Clarify the rules for any remote supervision during the trip
* Provide the younger children with a scaled down version of the information pack
* Children should not wear clothing or hats with their names on
* Agree room sharing arrangements
* Upon arrival at the accommodation, check that all windows and doors are safe
* Upon arrival check the rooms for any damage and report any that is found
* Check that the players are all allocated no smoking rooms
* If there is a bar, establish clear rules for accessing this area
* Ensure that the hotel can discretely deal with enuresis (bed-wetting).
* Ensure that staff bedrooms spread out, for example – if the group is over three floors, there should be at least one adult room on each floor
* Ensure there is no access to alcohol in the rooms
* Ensure that everyone is aware of fire exits and emergency procedures
* Store money and valuables in safe locations
* Have a group meeting to review the programme and rules.
* Give out the Safe Away Cards
* Hold daily group meetings and a staff meeting to review and preview

**Essential Planning – Going Abroad**

In addition to the procedures outlined in the Travel Policy, there are further matters that should be considered if an off-island trip includes travel outside of the British Isles, including:

* Checking that the Association insurance covers travel abroad, including medical cover
* Checking if visas are required
* Check if vaccinations are required
* Ensure passports and return tickets are stored in a secure place